

Utah Department of Health			
Open Records Requests Fee Schedule			
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Hard Costs/Supplies	Cost	Labor and Time	Cost
B/W copies – 8.5x11	.10 per copy	First 15 minutes	Free
Color copies – 8.5 x 11	.30 p/c	Physical file search, copying, mailing, sorting, faxing, dubbing, preparing, etc.	\$13.00 p/h
B/W copies – 11 x 17	.15 p/c	Computer file search – database analysis	\$32 p/h
Color copies – 11x 17	.50 p/c	Personal assistance with record data use	\$32 p/h
CD	\$5 p/c	Management statute review	\$32 p/h
DVD	\$5 p/c		
U.S. Mail	Actual cost	Personal records needed to determine disability	\$25
Certified Mail	Actual cost		
Overnight Mail	Actual cost		
Fax local < 20 pages	Free		
Fax local >20 pages	.50 per page after first 20		
Fax long distance	\$1.00 pp		
Fax International	\$1.50 pp		
Audio tape	\$3 per tape	Dubbing of audio	Actual cost
Video tape	\$3 per tape	Dubbing of Video	Actual cost
Certified audio	Actual cost		
Certified video	Actual cost	Certified copy of any	Actual cost

Payment must be made in advance if projected cost exceeds \$50. Fees are subject to change without notice. Accepted forms of payment are cash, check or cashiers check. This fee schedule is available at

www.health.utah.gov/media/policy/